



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

ED41-001
BASELINE
July 26, 1999

ORGANIZATIONAL WORK INSTRUCTION

ED41

**NASA PREFERRED
TECHNICAL STANDARDS
PROGRAM**

BASELINE

CHECK THE MASTER LIST
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		7/26/99	Document converted from EL02-001 due to reorganization. Previous history retained in system as part of canceled or superseded Department files. Revised applicable documents to reflect converted Directives numbers.

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ORGANIZATIONAL WORK INSTRUCTION

1. SCOPE

1.1 SCOPE. This OWI establishes responsibilities for the Engineering Systems Department to develop, coordinate and manage the NASA Technical Standards Program.

2.2 Purpose. The purpose of this OWI is to Implement the Technical Standards Program for NASA as specified in NPD 8070.6.

1.3 Applicability. This OWI applies to the Engineering Systems Department.

2. APPLICABLE DOCUMENTS

NPD 8070.6	NASA Policy Directive "Technical Standards"
NPG 1441.1	NASA Policy Guideline "Records Retention Schedule"
MPG 1410.2	Marshall Management Guideline "Marshall Management Directives System"
MPG 1440.2	Marshall Management Guideline "MSFC Records Management Program"
OMB Circular	"Federal Participation in the Development and A-119 Use of Voluntary Consensus Standards and in Conformity Assessment Activities"

3. DEFINITIONS

Definitions contained in the applicable documents apply.

4. INSTRUCTIONS

The Engineering Systems Department will manage the Technical Standards Program per NPD 8070.6.

5. NOTES

None

6. SAFETY PRECAUTIONS AND WARNING NOTES

None

7. APPENDICES, DATA, REPORTS, AND FORMS

None

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8. QUALITY RECORDS

Records are being managed in accordance with MPG 1440.2 and retained in accordance with NPG 1441.1.

RECORD	OPR	DCC	LOCATION	BASIS	DURATION	MAINTENANCE
OWI ED41-001	ED41	ED41	ED Server	MPG 1410.2	Schedule 1/72(1410) B.2-Destroy when superseded or obsolete	Electronically filed and dispositioned in accordance with NPG 1441.1
"NASA Preferred Technical Standards Program Plan"	ED41	ED41	ED Server	MPG 1410.2, MPG 1441.1	Schedule 1/72(1410) B.2-Destroy when superseded or obsolete	Both "hardcopy" and Electronic copy filed and dispositioned in accordance with NPG 1441.1
"NASA Preferred Technical Standards Master List"	ED41	ED41	ED Server	MPG 1410.1, MPG 1441.1	Schedule 1/72(1410) B.2-Destroy when superseded or obsolete	Electronically filed and dispositioned in accordance with NPG 1441.1
NASA-STD-XXXX (Multiple)	ED41	ED41	ED Server	MPG 1410.1, MPG 1441.1	Schedule 1/72(1410) B.2-Destroy when superseded or obsolete	Electronically filed and dispositioned in accordance with NPG 1441.1
NASA-Developed Preferred Engineering Standards. Signed Authority for Release by the NASA Chief Engineer.	ED41	ED41	Department Office Files in ED41	MPG 1410.1, MPG 1441.1	Retire per NPG 1441.1 8/12(8070)A Permanently Retire to FRC when superseded or no longer needed.	"Hardcopy" filed and dispositioned in accordance with NPG 1441.1

NASA Standards Master List is controlled as follows:

The current Standards and Standards Masterlist reside on a Server. Logon access is restricted to two system administrators: one primary, and one backup. There are no general user accounts. System and data files are either backed up or duplicated daily. Changes to the Masterlist are controlled and approved by program coordinator and are incorporated by the system administrators/curators.

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9. TOOLS, EQUIPMENT, AND MATERIALS

NONE

10. PERSONNEL TRAINING AND CERTIFICATION

NONE

11. FLOW DIAGRAM

See Figure 1.

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FIGURE 1

